

**MINUTES**  
**Board of Trustees**  
**Barrington Public Library**  
Thursday, September 20, 2012

Library Board Room  
281 County Road, Barrington RI 02806

**Members Present:**

Cindy Kaplan  
Dan O'Mahony  
Stephen Palmer  
Judy Ryan  
Vince Wicker  
Laura Young

**Presiding:** Vince Wicker

**Also Present:** Debbie Barchi, Director

Meeting was brought to order at 7:03 p.m.

Minutes from the June 21, 2012 meeting were approved (motion by Palmer; second by Ryan).

**Financial Reports:**

Reports for June, July, and August were accepted. FY 2012 ended June 30 and FY 2013 began July 1, 2012. Salary lines in the early months show unusual amounts due to the fact that the first July paycheck includes longevity payments and there were three pay periods in August. This is accounted for in the overall budget and the end-of-year balances always reflect the exact budgeted amount. In answer to a question, Debbie explained that membership dues include renewal fees for notary public commission.

**Statistical Reports:**

Reports for June, July, and August were accepted. It was a busy summer. Children's circulation figures reflected results of excellent children's programs; many general programs were well attended throughout the year. Circulation of print books was down for the year (in alignment with state-wide and national trends), while e-book use is rising. Looking ahead, the library will host a program in Spring 2013 on the Constitution and the Bill of Rights.

**Director's Report:**

New carpet (carpet tiles) will be installed in the second floor hallway during the late fall. The Town approved funds for the replacement of the library's elevator. The Director consulted with the Rhode Island Governor's Commission on Disabilities regarding providing access during the time that the elevator is being replaced (could take as long as two weeks). If there is no handicapped access to the second floor for a prolonged period of time, programs will not be able to be offered on the second floor. Use of the Senior Center during that period is a possible alternative being explored. The temporary loss of the elevator also will affect book processing. It is unknown when the elevator work will occur; this complicates the planning and scheduling of events and work. (The elevator in Town Hall also is being replaced.)

The library is hosting a program series this fall called “Take Six: The Big Issues of 2012,” scheduled to take place on Thursday evenings from September 6 through October 11. Each session focuses on an issue facing voters in the upcoming election.

The Director began her term as President of Ocean State Libraries.

**Old business:**

None.

**New business:**

None.

**Agenda for October 18, 2012 Meeting:**

Old business

New business

Meeting adjourned at 7:21 p.m.

Respectfully submitted,  
Dan O’Mahony, Secretary  
Barrington Public Library Board of Trustees

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**Corporation**  
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**Presiding:** Vince Wicker

**Also Present:** Debbie Barchi, Director

Meeting was brought to order at 7:22 p.m.

*Correction to June 21 minutes:* Under "Old Business," the members of the Ad hoc Fundraising Committee are: Judy Ryan, Cindy Kaplan, Stephen Palmer.

Minutes from the June 21, 2012 meeting were approved as amended (motion by Palmer; second by Young).

**Financial Reports:**

Monthly Coastline Trust Company reports for June, July, and August were accepted for information. Treasurer Stephen Palmer reported that the new bookkeeper has done excellent work thus far. The new version of QuickBooks software was ordered and received, and an upgrade in computer memory was necessary.

As of December 31, 2011, the Corporation had \$859K in total assets (this information will be reported on IRS 990 form). Balance sheets for the past few years have not accounted for full depreciation of assets, and this will be brought in line this year. The Corporation generated a profit of \$28K and a net income of \$8,800.

In recent years (especially since the downturn in the economy), the Corporation has not regularly drawn money from the endowment revenues. The Board should look at the needs for disbursing endowment revenue in order to demonstrate its use in support of the library, as per our obligations as a 501(c)(3) organization.

Treasurer reported that he discussed with Coastline representatives options for making slight adjustments to the endowment's allocation.

Treasurer reported on his meeting with the accounting firm. The firm was concerned about the possible time and costs incurred for providing its services; they will provide the first \$1K worth of work pro bono. Our costs will be minimized if we can provide them with background data in an easy, understandable format.

The IRS 990 form will be due in November.

**Old Business:**

- a. Asset Allocation – The current portfolio is allocated conservatively at 50-50; this is a safe and appropriate approach until the market smooths out. Originally, the allocation was set assuming we would withdraw funds more regularly. At the October meeting, the Board will look at the endowment income from the most recent three years to determine a target amount for disbursement. (Grants to the library from the Corporation in past years typically have been between \$8K and \$11K.) Treasurer will prepare scenarios for 3 percent, 4 percent, and 5 percent withdrawal/disbursement plans for discussion at the October meeting.

**New Business:**

- a. Progress report from Ad hoc Fundraising Committee – Members of the Ad hoc Fundraising Committee (Judy Ryan, Cindy Kaplan, Stephen Palmer) met with the Director during the summer to begin to identify questions and issues that the Trustees may need to think about for fundraising. The Town Manager is investigating whether naming opportunities may be included in a library fundraising campaign. Director will contact the architect who did the first floor renovation to try to get general ideas and estimates about a new renovation project (exploring options for the second floor only or renovation of the entire building). Director will compile ideas and needs expressed by library staff in order to inform a preliminary vision for the renovation project. A more detailed building program document is not required at this time.
- b. Wish List – Director reminded the Board that after several years of supporting computer equipment in public libraries, the Champlin Foundation is directing grants away from support for computers with the intent that this should now become part of a library's general operating budget. Director presented a computer equipment replacement schedule whereby machines would be replaced on a three-year cycle (i.e., one-third of the computers replaced each year) and funded in equal parts each year by (1) the library's operating budget, (2) funds from the Friends of the Library, and (3) funds from the Corporation. This plan recognizes that the library's operating budget has been flat for the past five years, so finding money within the budget for computer equipment expenses will require hard choices. The Board commended the Director for finding a creative solution to a difficult problem.  
Director pointed out that carpet in the Children's Room needs replaced as it has become a safety concern in some spots. The estimated cost of replacing a targeted portion of the carpet was approximately \$6K.

**Motion** to release up to \$7,500 immediately for carpet replacement in the Children's Room. Given that the Board will decide in October on a plan for endowment income disbursement and that the amount is likely to be at least \$7,500, releasing the money at this time will enable the library to take advantage of the scheduling and economies of scale associated with the other carpet replacement work on the second floor. (Motion by O'Mahony; second by Ryan). **Motion approved.**

**Agenda for October 18, 2012 Meeting:**

Old business:

- a. Asset allocation and distribution

New business:

- a. Consolidation of bank accounts

Meeting adjourned at 8:43 p.m.

Immediately after the meeting, Board members toured the Children's Room to examine the extent of the need for replacing the carpet. Many areas around the picture book bins showed considerable wear, with some torn sections or broken seams exposed.

Respectfully submitted,  
Dan O'Mahony, Secretary  
Barrington Public Library Corporation